

**JACOBS ENGINEERING GROUP DELIVERABLE
SIGN OFF**

FROM: Kevin Snower
(Document Originator)

DOCUMENT: EPA Trip Memorandum Council Bluffs EM6P 12D242-11
(Client EPA, Allied, etc.) (Project Name & No.)

APPROVED: Jack A. Caldwell Date of Deliverable: August 26, 1992

SIGN OFF - Signatures Required For This Document

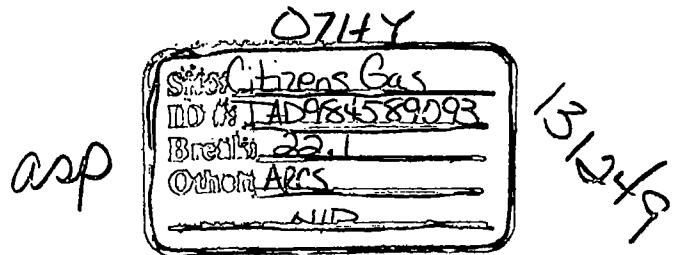
| | | | |
|----|-----------------------|----|-------------------------|
| // | <u>Hank Antoszek</u> | // | <u>Jill Biesma</u> |
| M | <u>Terry Hagen</u> | // | <u>Carlos Rocha</u> |
| M | <u>Jan Deckert</u> | // | <u>Stephanie Doolan</u> |
| // | <u>Angela Quinlan</u> | M | <u>Other Bob Aston</u> |
| // | <u>Other</u> | // | <u>Other</u> |

Forms present?

M Technical Review Form

M Editorial Review Form

M QA Review



131249
SUPERFUND RECORDS

PROJECT DELIVERABLE
EDITORIAL REVIEW CHECK SHEET

Deliverable Title: SSI Oversight Trip *Memorandum* Deliverable Date: _____
Project Name: PA/SSI Jacobs Project No: 12029211
Project Manager: Rob Aston / Site Manager JEG Office: Leicester
Primary Author of Deliverable: Kevin Snowden JEG Office: ↓
Editorial Reviewer: Jan Eulke JEG Office: ↓
Date of Initial Review: 8-26-92 LOE Expended in Review: _____
(to be completed by Editorial Reviewer)
Sections of Report Reviewed: _____

General Comments:

Corrections to be made as noted.
Photos not reviewed. Correction made and last checked
go it

Project Manager to complete this section following final check of the deliverable (following revisions initiated as a result of the editorial review).

I have reviewed the subject project document in accordance with the applicable check sheet items. In my opinion, the material reviewed is presented in a professional manner in accordance with standard procedures set forth by Jacobs Engineering Group Inc. Further, my comments have been discussed with the author(s) and all significant issues have been resolved, except numbers _____.

Project Manager: _____ Review Date: _____

Significant issues not resolved between the reviewer and author(s) have been resolved by the undersigned.

Regional QA Officer: _____ Date: _____

Operations Manager: _____ Date: _____

Items Evaluated in Editorial Review

| TITLE SHEET | Yes | No* | N/A++ | Comments | Yes | No |
|--|-----|-----|-------|---------------------------------|-----|----|
| 1. Does the deliverable include a title page with the title centered in the cover window and are the JEG Project Number and Client Project Number listed? | | | | | | |
| 2. Does the title on the title page match the title on the first page of the deliverable and the authorization page (if included)? | | | | | | |
| APPEARANCE AND COMPLETENESS | | | | | | |
| 3. Are all pages of the deliverable readable and acceptable in appearance? | | | | | | |
| 4. Is the deliverable free from typographical errors? | | | | | | |
| 5. Are the margins acceptable and consistent? Are all page breaks acceptable? | | | | | | |
| 6. Are titles of lists of items and bulleted subsections repeated when split between two or more pages? | | | | | | |
| 7. Are all text sections right justified? | | | | | | |
| 8. Is a Table of Contents included? Do all page numbers, section titles, figure titles, table titles, and appendix titles in the Table of Contents match those presented in the text? | | | | | | |
| 9. Are all pages numbered consecutively and consistently? (The first text page should be one.) | | | | | | |
| 10. Are all pages, including tables, figures, and appendices within the deliverable? | | | | | | |
| TABLES AND FIGURES | | | | | | |
| 11. Are all legends and notes on tables and figures clear? Do all figures include north arrows and bar scales (where appropriate)? | ✓ | | | | | |
| 12. Are all figures presented using the standard Jacobs title blocks? Were all figures drawn and checked by different individuals (see title blocks)? | ✓ | | | | | |
| 13. Are all tables and figures presented in separate sections (tables then figures) at the end of the deliverable (less than 50 pages) or at the end of each chapter (more than 50 pages)? | ✓ | | | | | |
| 14. Are all tables and figures orientated for reading from top to bottom or after turning the page clockwise (binding at the top of the page)? | ✓ | | | | | |
| COVER LETTER | | | | | | |
| 15. Is the cover letter free from typographical errors, and prepared for signature by the Project Manager and Operations Manager? | | ✓ | | <i>All marks for correction</i> | | |
| 16. Does the deliverable title referenced in the cover letter match the title presented in the deliverable? | | | ✓ | | | |

* Please provide references to page numbers and sections and outline the requested changes in the comment column for all items in which your response was "no".

++ Not Applicable.

** Project Manager to complete during final check of the deliverable (following revisions initiated as a result of technical review).

**PROJECT DELIVERABLE
TECHNICAL REVIEW CHECK SHEET**

Deliverable Title: SSI Trip Memorandum Deliverable Date: _____
Project Name: MASSI Council Bluffs Jacobs Project No: 12D242-11
Project Manager: Rob Aston Site Manager Kevin JEG Office: Lenexa
Swenden JEG Office: Lenexa
Primary Author of Deliverable: Kevin Swenden JEG Office: Lenexa
Technical Reviewer: B Aston JEG Office: Lenexa
Date of Initial Review: 8/22/12 LOE Expended in Review: 1.
(to be completed by Technical Reviewer)
Sections of Report Reviewed: Rep Complete

General Comments:

Technical reviewer to complete this section following final check of the deliverable (following revisions initiated as a result of the technical review).

I have reviewed the subject project document in accordance with the applicable check sheet items. In my opinion, the material reviewed is presented in a professional manner in accordance with standard procedures set forth by Jacobs Engineering Group Inc. Further, my comments have been discussed with the author(s) and all significant issues have been resolved, except numbers

Technical Reviewer: Bob Aston Review Date: _____

Significant issues not resolved between the reviewer and author(s) have been resolved by the undersigned.

Regional QA Officer: _____ Date: _____

Operations Manager: _____ Date: _____

Items Evaluated in Technical Review

| PURPOSE, SCOPE AND INTRODUCTION | Yes | No | N/A + + | Comments | Yes |
|---|-----|----|---------|----------|-----|
| 1. Are the purpose and scope of the deliverable defined in the introduction? | X | | | | |
| 2. Does the scope of the deliverable conform to the Work Plan and other client directives? | X | | | | |
| 3. Does the introduction provide sufficient background information for an independent reader to understand the material presented? | X | | | | |
| ANALYTICAL METHODS | | | | | |
| 4. Is the technical approach (methodology) presented? | | | X | | |
| 5. Are assumptions defined and the rationale for each assumption discussed? | | | X | | |
| 6. Are the analytical methods appropriate for the specific application? | | | X | | |
| 7. Does the deliverable conform to current technical guidance documents and SOPs? | X | | | | |
| 8. Are limitations of the study presented? | X | | X | | |
| 9. Were the analytical methods followed correctly? | | | | | |
| 10. Were all calculations checked? | | | X | | |
| 11. Were all calculations that you checked correct? If errors were found, attach your calculations to this check sheet. | | | X | | |
| CONCLUSIONS AND RECOMMENDATIONS | | | | | |
| 12. Are all analyses, conclusions, and recommendations well reasoned, supported by the data presented within the deliverable, and understandable to an objective reader? | | | X | | |
| 13. Are all conclusions technically correct? | | | X | | |
| 14. Are all conclusions which are based on limited data or assumptions adequately qualified? | | | X | | |
| 15. Are technically sound recommendations provided, where appropriate? | | | X | | |
| 16. Does the deliverable meet all the objectives outlined in the Work Plan and other client directives? If not, are sufficient explanations provided? | X | | | | |
| WORD USAGE, ORGANIZATION AND FORMAT | | | | | |
| 17. Is the deliverable grammatically correct, concise, and free from nonrelevant information and vague language (including adjectives or adverbs such as extreme, limited, poor, and very)? | X | | | | |
| 18. Is the deliverable organized in a logical manner. Is the text adequately subdivided? | X | | | | |
| 19. Is a site map included and is appropriate information (sampling locations, property boundaries, etc.) presented on the site map? | X | | | | |
| 20. Are all raw and calculated data included in the deliverable in tabular form? | | | X | | |
| 21. Are all units and detection limits defined on tables and figures containing chemical data? | | | X | | |
| 22. Are references provided for technical information, tables, and figures from other sources? | | | X | | |
| 23. Are numbers used to cite references in the text in the order which they are used? Is a numbered list of references provided at the end of the deliverable? | | | X | | |

♦ Please provide references to page numbers and sections and outline the requested changes in the comment column for all items in which your response was "no".

+ + Not Applicable.

♦♦ Technical reviewer to complete during final check of the deliverable (following revisions initiated as a result of technical review).